

# Sewer- Revised 3/5/98

## Application Process

### Public Information / Utility Connection Procedure Sheet

An Information / Utility Connection Procedure sheet and application form will be given to all applicants requesting sewer services from the City. Said forms outline the procedure and process for obtaining City services for all utilities as well as other useful information regarding use of said City services, including timing, construction, inspection, activation, rates, billing policies, due dates, disconnect information, service, maintenance and termination. In accordance with City ordinance all facilities within City limits that are within 300 feet of a gravity flow main sewer line are required to connect to that City sewer.

### Categories

The following are the designated customer categories. Policies may be different for each given category:

Residential - Home or Facility used for the purpose of a primary or secondary residence. May include a home Occupation as outlined in the Zoning Ordinance.

Commercial - All others except schools

Schools - Institutes of Education

### Application Form

Applicants interested in obtaining sewer services from the City must fill out a Utility application form. This will include customer granting of utility easements across, over, under, or along customers property. In the event that the required easements can not be obtained the application form will not be approved.

### Credit Requirements

All applicants for city utilities shall provide credit history information to the City. The applicants credit must qualify for the normal deposit or the deposit may be increased as determined by the City Administrator, not to exceed two times average or estimated monthly billing.

### Review & Approval

The form must be approved by the City Administrator, City Planner, City Engineer, and General Service director prior to the utility being connected.

## **Fees**

### **Connection Fees**

Fees for connection will be charged as follows:

Residential Single Family	\$500.00
Residential Multi Family	\$500.00 plus \$50.00 Per Unit
Base Commercial	\$500.00
Additional Commercial	\$50.00 per 26 fixtures or fraction thereof. \$50.00 per bathroom or motel/hotel room.

Connection fees will be paid prior to use or at the time application is approved by the City. Fixtures are calculated in accordance with the Uniform Building or State Codes.

### **Security Deposits**

No additional deposits are required for just sewer service. The following deposits are required to receive any Utility service from the City.

<b><u>Residential/Home Owner</u></b>	\$0.00 - no deposit required unless delinquent in their payment for 3 times within a year period. After a home owner has been delinquent for 3 times in any given year they will be required to pay a deposit of 2 times their average monthly usage.
<b><u>Residential/Other</u></b>	\$150.00 - Only \$150.00 deposit required unless delinquent in their payment for 3 times within a year period. After a house renter has been delinquent for 3 times in any given year they will be required to pay a deposit of 2 times their average monthly usage.
<b><u>Residential/Basic</u></b>	\$150.00 - Only \$150.00 deposit required unless delinquent in their payment for 3 times within a year period. After a house renter has been delinquent for 3 times in any given year they will be required to pay a deposit of 2 times their average monthly usage.
<b><u>Multi Family/Apartment</u></b>	\$150.00 - Only \$150.00 deposit required unless delinquent in their payment for 3 times within a year period. After a house renter has been delinquent for 3 times in any given year they will be required to pay a deposit of 2 times their average monthly usage.
<b><u>Small Commercial</u></b>	\$An amount equal to two months usage as estimated or as known by historical use.
<b><u>Large Commercial</u></b>	\$An amount equal to two months usage as estimated or as known by historical use.

**A customer may request that a security deposit be returned after a period of three years if the**

**customer has not been delinquent on their utility bill during said three year period.**

Impact Fees

No sewer service impact fees are currently being charged by the City.

# **Construction**

All sewer service lines including all such lines in any City right-of-way must be installed in accordance with the following policy.

## **Bidding Process and Approval**

**Residential Connections Inside City Limits** - The Customer will be required to pay for all construction costs to extend all sewer service lines to the property. All sewer service lines must be installed by a licensed contractor up to the property line. The sewer line being extended from the property line into the customer building must be installed to meet current city and/or state building code. The City, in connection with the customer, will be responsible to get the appropriate easements. Any concerns will be taken to the City Council for a final decision

**Commercial Connections Inside City Limits** - The Customer will be required to pay for all construction costs to extend all sewer service lines to the property. All sewer service lines must be installed by a licensed contractor in to the customers structure being serviced. The sewer line being extended into the customers structure must be installed to meet current city and/or state building code. The City in connection with the customer will be responsible to get the appropriate easements. Any concerns will be taken to the City Council for a final decision. All requests for commercial service must be approved by the City Administrator, City Planner, City Engineer, and General Service Director.

**Residential & Commercial Connections Outside City Limits** - The City at the Cities option may install sewer service to a customer outside City limits. The Customer will be required to pay for all construction costs to extend all sewer service lines to the property. All sewer service lines must be installed by a licensed contractor up to the property line. The sewer line being extended into the customers structure must be installed to meet current city and/or state building code. The City in connection with the customer will be responsible to get the appropriate easements. Any concerns will be taken to the City Council for a final decision. All requests for sewer service outside of city limits must be approved by the City Administrator, City Planner, City Engineer, General Service Director and City Council. A customer must have the appropriate inspections by the city and county as evidenced in writing to the City prior to the City activating the sewer service.

The term commercial indicates potential waste other than normal residential waste water. Due to the vulnerability of the City's collection system and treatment lagoons, the City may require a sampling well, commercial grease trap, sand trap, and/or other such appurtenances to protect the City's collection and treatment systems. These devices will be installed at the customers expense and are subject to approval of the City.

## **Estimate**

All estimates for sewer line service extensions are the responsibility of the customer.

## **Easements**

The City Engineer and or City Planner will be responsible to obtain the required easements when it is the City's responsibility to get said easements. All required easements must be obtained prior to the commencement of any construction or line extension. The City Engineer and or City Planner will assist the customer in providing information regarding any required easements. If the City does not receive the

appropriate easements the utility will not be extended.

### **Street Cuts**

All street cuts with regard to sewer will be done by a licensed contractor as approved by the City. A street cut permit is required from the City prior to any street actually being cut. The contractor is responsible to call Blue Stakes and to have all utilities and services marked prior to excavation. Blue Stakes Phone Number is # 1-800-662-4111.

### **Inspection & Activation**

Prior to activation of the sewer service the following procedures will be followed.

- Approval of service line path and required easements by Building Inspector and City Engineer.
- Extension/installation of sewer line by licensed contractor.
- Approval of line extension by Building Inspector and City Engineer prior to covering the line.
- Receipt of all moneys due the City verified by the City Administrator.
- Receipt of signed application and security deposit verified by City Administrator.
- Activation of Utility.

### **Rates & Billing**

Utility bills will be mailed to each customer on or near the 1st day of each month.

The payment policy of the City Utility shall be as follows:

- Bills are due and payable in full on the 10th day of each month or next regularly scheduled work day.
- Bills paid after the 25th will be charged a \$15.00 late fee.
- Interest at the rate of 1.75% per month or 21% per annum will be added to all accounts not paid by the 25th of the month.
- All returned checks will be assessed a \$15.00 service charge and the customer will be subject to a 24 hour disconnect.

Billing Questions - All billing questions will be directed to the City Administrative Office. Errors in billing will be adjusted at city expense

### **Rates**

Sewer rates will be set by the City Council.

The current monthly service rates for sewer service outside city limits are double the rates for sewer service inside City Limits as follows:

Residential Sewer - \$12.50 per month

Commercial Sewer - 0-10,000 Gallons of Sewage \$1.25 per thousand gallons Over 10,000 Gallons

of Sewage 75¢ per thousand gallons

Commercial sewage is not metered and gallon usage is estimated by taking 100% of water used over the months of October through March. For Motels the gallon usage estimates are calculated by taking 100 % of water used over the entire year.

Schools - Schools are billed @ a rate of 15¢ per pupil per month. Pupil counts are to be updated on a semi-annual basis by correspondence with the school district.

The City accepts domestic sewage directly into City sewer ponds in accordance with the attached resolution setting conditions and rates.

## **Service & Maintenance**

After the initial installation, inspection, and acceptance of the sewer line, all rights and title to all main sewer lines will remain with the City. Except as noted herein, the City will provide at its expense all necessary labor and materials for repairs and maintenance of all main sewer lines. The customer will be responsible for the service and maintenance of all service laterals off the main sewer line. When notification is given to the City that repairs or maintenance of any main lines are required the City shall verify, and unless a life safety consideration requires immediate action, the City will perform necessary repairs and or maintenance at its earliest convenience and during normal working hours normally on a first come first served basis.

All costs to rework or modify an existing sewer service line for the convenience of the customer or for the remodel or upgrade of a facility being serviced by the City will be born by the customer. All other construction procedures will be followed as it relates to said rework or modifications.

A customer who through the process of improving their property chooses to construct permanent improvements over any existing City main sewer service line, the customer will be responsible for all costs associated with repair or replacement of said improvements in the event they are damaged or destroyed due to utility line repairs by the City including asphalt and concrete.

## **Utility Termination**

### **Disconnect for Non-Payment**

Disconnection for Non-Payment is not applicable to the city sewer utility and is handled through the disconnection of the City water service. A twenty-four hour disconnect notice will be delivered in writing to the property owner of record, or placed on the property prior to service termination. In the event the utility bill is not paid to the City within the twenty-four hour period after delivery of said notice, or if arrangements have not been made with the City, the water service will be disconnected without further notice. A utility disconnection for non-payment is at the discretion of the City Administrator. Any security deposit held by the City will then be applied to all outstanding balances, and the City will take all actions available to it under ordinance, law or agreement to collect all outstanding balances. The utility customer will be responsible for all attorney and collection fees associated with collections on their account.

After a utility has been terminated for non-payment the account must be brought current including payment of the late fee, interest fees and a \$25.00 re-connection fee prior to the utility being turned back on.

### **Termination by Customer**

At the request of the customer, a utility may be terminated after the following procedures have been followed:

- All outstanding balances have been paid to the City.
- Water services to the property have been disconnected or property vacated.
- A disconnect fee of \$10.00 has been paid to the City if not transferred.
- A termination request has been signed and presented to the City.
- In the event a customer is renting, the landlord must be notified and sign a termination request prior to a service being terminated or disconnected.

In the event an additional utility can be connected or disconnected at the same time the disconnect fee and

reconnect fee will only be \$15.00.

### Non-Emergency Temporary Disconnect

At the request of the customer a utility may be temporarily disconnected after the following procedures have been followed:

- All outstanding balances have been paid to the City.
- Water services to the property have been disconnected or the premises vacated.
- A disconnect fee of \$10.00 has been paid to the City.
- A disconnect request has been signed and presented to the City.

The payment of said fees will abate the monthly minimum charges assessed by the City until reconnection is requested by the property owner.

Residential property held strictly for rent or lease will continue to be charged minimum fees when occupied, when the water service meter reflects usage, and when the owner has failed to notify City of their desire to disconnect. It is the owners responsibility to inform the City in advance of any changes in occupancy.

### Transfer of Service

Once a City Utility connection has been made to a property that connection runs with the land. A utility connection can not be transferred to another location.

Any deviation from the above Policy must be approved in writing by the City Council or designee.

